



## **Managed Risk Medical Insurance Board**

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## **JOB OPPORTUNITY BULLETIN**

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

### **Staff Counsel III (Sp) or Staff Counsel**

#### **Monthly Salary:**

**SCIII \$7,682-\$9,478**

**SC \$4,674 - \$7,828**

#### **Two Permanent Full-Time Positions**

**Location: Downtown Sacramento**

**Position Number: 443-300-XXXX-XXX**

**Refer to Job ID # 10-LEG**

**Final Filing Date: August 31, 2010**

### **PENDING DPA AND BUDGET APPROVAL**

#### **General Statement of Duties:**

The Managed Risk Medical Insurance Board (MRMIB) is seeking two Staff Counsel III to participate in its mission of increasing Californians' access to affordable, comprehensive, quality health coverage. *For recruitment purposes, MRMIB will also consider hiring Staff Counsel who have outstanding skills and experience.* MRMIB operates three major health insurance programs – the Healthy Families Program (HFP) for low income children, Access for Infants and Mothers (AIM) for pregnant women, and the Major Risk Medical Insurance Program (MRMIP) for medically uninsurable individuals – as well as a number of adjunct programs. In addition, MRMIB is beginning implementation of a major new program, the Pre-Existing Condition Insurance Plan (PCIP), pursuant to the new federal Patient Protection and Affordable Care Act. All four programs operate or will operate primarily through contracts with administrative vendors, health plans and a third party administrator. MRMIB's mission is reflected in a strong culture of customer service. The programs present many questions of first impression. In the last several years, the Legislature has given MRMIB additional program responsibilities and this trend is continuing. This is an ideal opportunity for excellent lawyers who have a strong interest in public policy and program development.

The Staff Counsel reports directly to the Chief Counsel, and performs the most sensitive and complex legal work of MRMIB with a minimum of supervision. Focal points of the job include oral and written advice concerning program operations and development; legal support for development of regulations; legal support for contracts and procurements; advice to management and the Board concerning the administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other privacy and security laws. It is expected that one of the Staff Counsel will specialize in HIPAA and other privacy security laws among other duties. The successful candidate should have excellent oral and written communication skills, including negotiation skills; should be able to provide effective oral and written advice to the Board; and should be familiar with the body of law relating to public agencies and boards, including the Public Records Act, Bagley-Keene Open Meeting Act, and Political Reform Act. As needed, the job may include support for the Board's legislative function; representation of the Board in hearings or in court; and supervision of the Attorney General's office or outside counsel representing the Board in litigation and hearings.

### **Essential Qualifications:**

1. Demonstrates a commitment to performing duties in a service-oriented manner.
2. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
3. Maintains good work habits and adheres to all policies and procedures.
4. As Legal Counsel, demonstrates a high level of integrity and ethical behavior.
5. Knows and can apply principles of public administration, organization and management; analytical techniques; and legal research and writing.
6. Has the ability to analyze the most complex legal issues and situations; identify and solve legal problems; reason logically and draw valid conclusions; and develop effective solutions.
7. Has the ability to understand MRMIB programs and policies, in order to provide sound legal advice that is responsive to the organization's needs.
8. Has the ability to establish and maintain effective working relationships with management, staff, and Board members, and to communicate effectively orally and in writing.

### **Who May Apply:**

Individuals who have status at the Staff Counsel III or Staff Counsel level, list, transfer or reinstatement eligibility may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)). In the Explanation Section of the application enter JOB ID# 10-LEG and Position # 443-600-5795-003 and the basis of eligibility. For list eligible candidates, attach your exam results. **Send to:**

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover- Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date August 31, 2010.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*